DEATH IN SERVICE – PROCEDURES
(Single Status/ Craft/ Chief Officers)

INTRODUCTION

There are instances where an employee dies in service and, in most cases; it has usually followed a prolonged illness. When it becomes apparent that an employee is seriously ill, his/her absence should be handled in accordance with the Supporting Health and Wellbeing Procedure maintaining regular contact but on a less formal basis, allowing concern to be expressed for the employee.

When an employee dies in service, the Payroll and Reward Team, relevant Manager in the employing Service, along with the Service HR Officer are responsible for ensuring that the following procedures are carried out.

To ensure that all administrative requirements are completed expeditiously, **a meeting should be arranged involving the above parties within 3 working days of notification of the death.**

PROCEDURE

1 Notification of Death

1.1 Manager to **immediately** phone the Service HR Officer to notify and confirm date of the death of employee.

1.2 Manager to prepare and forward Notice of Termination form to the HR@pkc.gov.uk and payrollandreward@pkc.gov.uk **immediately**. This will enable the Payroll and Reward Team to calculate information earlier and, where relevant, to supply Pensions Section with the necessary information timeously.

2 Communication with Widow/er or their Representative

2.1 The Service HR Officer will prepare a letter, on behalf of nominated manager, to be sent to the widow/er/next of kin where appropriate. Whilst not obligatory, the widow/er or representative should be given the opportunity to meet with the Service HR Officer and relevant manager to clarify the procedures and paperwork required in relation to pay and pension (if applicable).

2.2 No employee of Perth & Kinross Council should attempt to estimate or calculate benefits. All information or queries in relation to Pension benefits should be referred direct to the Pensions Section in Dundee, telephone (01382) 307909 or 01382 307929.

2.3 It should be noted that, when an employee dies, any Bank or Building Society Accounts in the deceased’s name are suspended and the Council is unable to make any financial transactions in the deceased’s name. Any outstanding payments due to the deceased are therefore made by cheque payable to either the widow/er/next of kin or to the Executor of the Estate.

2.4 The Head of employing Service and/or line manager may also wish to send a more personal letter of condolence to widow/er.

3 Meeting with Relevant Service Representatives

3.1 The Service HR Officer will arrange and co-ordinate a meeting with the relevant Manager in the employing Service and the Payroll and Reward Team within 3 working days of notification of the death.

3.2 The purpose of this meeting is to ensure that the Council achieves a co-ordinated response and that all the relevant facts are gathered, prior to advising the widow/er or their representative. This will also ensure that no commitments regarding payments, pensions, etc are being made to the widow/er that other Services cannot then meet.

3.3 It should also be agreed at the meeting who will be responsible for contacting and co-ordinating all communication with the widow/er or their representative. In most cases, this should be the relevant Manager.

4 Information Requirements for Above Meeting

4.1 Payroll and Reward Team

The Payroll and Reward Team will be responsible for checking the following:

A Total payments due to the employee – subject to claims/timesheets being submitted by the Service
B Any payroll debts due by the employee – such as payroll mandates/ recoveries etc
C Any Council debts due by the employee –sales ledger invoices, etc
D Any external debts due by the employee – wage arrestment, maintenance or child support orders
E Any insurance schemes that may exist through payroll deduction
F If the employee is contributing to a pension scheme – Local Government Pensions Scheme (LGPS) and AVC's
G Did the employee participate in the Contract Car Hire Scheme? If so, inform the Fleet Management Team
H Did the employee participate in any employee benefits/salary sacrifice schemes? If so, inform the relevant company
I Indicative timescales for payment of A to D above

This information is to be provided by the Payroll and Reward Team at the meeting arranged within 3 working days (as per para 3).

4.2 Line Manager

The Line Manager is responsible for checking the following information:

A Did the employee have any outstanding annual leave and/or public holiday entitlement? If assistance in calculating outstanding balance is required they should liaise with the Employee and Payroll Services Team.

B Is there any Council property to be returned (e.g. keys, mobile phone, laptop, etc)?

C Did the employee have any timesheets, overtime, travel and subsistence claims, outstanding?

D Did the employee have any personal belongings in work, which need to be returned to the family?

E Did the employee have any outstanding debts such as financial assistance in relation to approved course of study?

F Did the employee have computer access rights? If so, IT must be advised

This information is to be provided by the Line Manager at the meeting arranged within 3 working days (as per para 3).

5 Collection of Relevant Information and Documentation from Next of Kin

On receipt of the information and documentation requested in the letter to the Next of Kin, Payroll and Reward Team will photocopy original documents and mark "Copy sighted by (Name) and (Designation) and (the date)". The original certificates should be returned to the widow/er / next of kin immediately.

SAMPLE LETTER (back)

Dear

I regret having to write to you at what must be a very difficult time. Please accept my sincere condolences to you and your family.

To enable me to help you as much as possible and ensure you receive any outstanding payments owed, can you please provide the following information and paperwork as soon as practicable to the Payroll and Reward Team, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD:

Information Required

- The name and address of your representative, if appropriate, and/or the name, address and telephone number of the Executor of the Estate.
- Death Certificate
- Your Marriage Certificate
- Your Birth Certificate
- If any dependant child(ren), their birth certificate(s), if under the age of 23, in fulltime education.

There is no obligation for you to meet with anyone from the Service and I perfectly understand that you may not wish to meet with anyone at this difficult time. However, should you wish to discuss any related issue, please do not hesitate to phone to arrange a date, time and venue agreeable to yourself.

Yours sincerely

Line Manager